

**File: BGC**

**POLICY REVISION AND REVIEW**

In order to maintain up-to-date policies, the School Committee will review its policy manual completely every four years. Approximately one fourth of the manual should be reviewed each year. As part of this review, the Committee will evaluate the extent to which the policies have been implemented and the effectiveness of the policies.

The Superintendent can revise policy language specific only to changes that have taken place in contact information and names of programs or other similar administrative details without a School Committee vote. The School Committee will be notified of these changes in a timely manner.

The Superintendent is responsible for promulgating the latest set of policies and will bring to the attention of the Committee policies that should be reviewed or updated.

Revised: April 30, 2014